



LAWRENCE UNIVERSITY  
APPLETON, WISCONSIN 54912

Election Procedure for the Faculty Governance Committee (FGC):

1. Election to the committee is on an at-large basis and is for a two-year term; normally, half the committee is elected each year. The committee's membership includes at least three members of the College faculty and at least one member of the Conservatory faculty at all times. Elections, supervised by the FGC, are normally carried out by electronic ballot during the spring term, for terms beginning the succeeding fall.
2. Any full-time faculty member is eligible for election, with the following exceptions:
  - A faculty member who will serve on the Tenure, Promotion, Reappointment, and Equal Employment Opportunity Committee in the forthcoming year is not eligible; nor is
  - A faculty member who will be on leave for any part of the forthcoming year, (although a person who plans to be on leave during her or his second year is eligible for election).
3. Nomination of candidates is by electronic ballot:
  - A list of all eligible faculty is prepared by the FGC, in consultation with the Dean of the Faculty. This list is distributed as a first (nomination) ballot, with voting on an "approval" basis. That is, each voting faculty member may vote for as many of those on the list as she or he finds acceptable as prospective members of the FGC, without regard to the number of positions open.
  - On the basis of the nomination ballot, a second slate is prepared, comprising the faculty members receiving the largest numbers of votes, ensuring that there are two names for each vacant position, unless ties force the inclusion of a larger number. If the resulting list does not include at least two Conservatory faculty members, and if there is no Conservatory faculty member continuing on the FGC, then a special run-off election should be held between the top two vote-getters from the Conservatory, with the winner to fill one of the vacancies on the FGC. In this case, the second slate (comprised entirely of College faculty) should be reduced in length to account for one less vacancy on the FGC. In the unlikely event that too few College faculty are continuing on the FGC or included on the second slate, similar care must be taken so that the minimum necessary balance of nominees between College and Conservatory is met.
  - Before circulation of the election ballot, the nominees are contacted by the chair of the FGC. The expectation is that faculty so nominated will stand

for election, but the chair (in consultation, if necessary, with the Dean of the Faculty and/or the Dean of the Conservatory) can approve requests for removal of a nominee's name from the final ballot for good reason. For example, a faculty member who will be considered for reappointment or tenure during the term of membership, a department chair with an unusually heavy burden, a person who has recently completed one or more terms on the FGC, or a faculty member subject to other special circumstances, may make such a request.

4. On the second electronic ballot, each voting faculty member votes for no more nominees than there are vacant positions. There is no requirement to vote for a Conservatory candidate. The candidates receiving the highest number of votes serve the vacant terms, with adjustment, if necessary, to meet the balance requirement between Conservatory and College. If there are more than three vacant positions, the faculty members elected to the extra positions should serve only a one-year term, in order to best preserve the custom that half of the FGC is elected each year. In the event of a tie, a run-off election is held.
5. Two faculty members, the one from the College and the one from the Conservatory who receive the largest numbers of votes without being elected, are designated "alternates" for the coming year, and serve on the committee, as necessary, to replace any elected member(s) on unforeseen leave or otherwise unable to serve.

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